



HISTORIC  
FRANKLIN  
TENNESSEE

## ELECTRONIC PLAN REQUEST PROCESS

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BEGINNING: LOGIN TO THE IDT SYSTEM <https://franklin.idtplans.com/secure/>

- IF YOU DO NOT HAVE AN ACCOUNT → REGISTER (ORANGE LINK IN CENTER OF WEBPAGE) OR SIGN UP (ORANGE LINK IN UPPER RIGHT CORNER OF WEBPAGE)
- IF YOU DO HAVE AN ACCOUNT → SIGN IN
- Choose one of the first six submittal types. **FINAL PLATS & REZONINGS NO LONGER REQUIRE PRE-APPLICATION CONFERENCES BUT REZONINGS DO REQUIRE NOTIFYING [Amy Diaz-Barriga](#).**
- The Applicant is presented with the PreAppCon checklist.
- Upload the submittal documents required by the checklist.
- Confirm that your submittal process is complete.
- After your submittal is submitted to be processed a date and time will be set up for your Pre-App when the project is accepted.
- The DRT team have 7-days to review, make comments and decide if a pre-app is needed.
- Once comment entry is complete, the applicant will be notified and will be able to view the staff comments in IDT.
- When the Applicant is ready to submit for FMPC/Admin review, the Applicant revisits "My Submittals" and elects to continue the submittal process by selecting "Resubmit".

### >>>THINGS TO KEEP IN MIND<<<

- YOU WILL RECEIVE E-MAILS AT EVERY STAGE OF REVIEW FOR YOUR ITEM FROM "CONTRACTORS PLAN ROOM" [[INFO@CONTRACTORSPLANROOM.COM](mailto:INFO@CONTRACTORSPLANROOM.COM)] —PLEASE ADD THIS TO YOUR "SAFE EMAIL ADDRESS LIST"
- IF YOU EXPERIENCE PROBLEMS OR ISSUES WITH YOUR SUBMITTAL, CLICK "SUPPORT" ON THE TOP OR BOTTOM MENU AND THEN CLICK THE "LIVE CHAT ONLINE" BUTTON ON THE LEFT SIDE OF THE IDT WEBPAGE OR SUSAN COLEMAN ([susan.coleman@franklintn.gov](mailto:susan.coleman@franklintn.gov))